



***Mentor Michigan  
AmeriCorps\*VISTA  
Request for Proposals  
2007-2008***



*This application can be found at  
<http://www.mentormichigan.org> or <http://www.connectmichiganalliance.org>*

*Intent to Apply: Due by May 18, 2007*

**Proposals: Due by June 13, 2007**

Technical Assistance Call available May 24, 2007 from 9:00 am – 10:00 am  
1-800-244-9194, participant code: 627492

**Notification: By June 29, 2007**

**VISTA Recruitment: June-September, 2007**

**VISTA Year of Service: October 2007-October 2008**

## **Section I: Introduction**

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### **What is Mentor Michigan and the Mentor Michigan AmeriCorps\*VISTA Program (MMV)?**

*Mentor Michigan*, a program of the Michigan Community Service Commission (MCSC), is dedicated to awakening and nurturing the amazing potential in youth by fostering ongoing, stable relationships with caring adults. Mentor Michigan works with mentoring programs throughout the state to recruit, retain, and sustain mentors. It also strengthens the capacity of programs through training, research, and forming partnerships with businesses, faith-based and nonprofit organizations, educational institutions, and government. Mentor Michigan has developed program standards that support high-quality mentoring in Michigan.

The *Mentor Michigan AmeriCorps\*VISTA* (MMV) program was created in 2004 through a partnership between the ConnetMichigan Alliance (CMA), the Michigan Corporation for National and Community Service (CNCS) state office, and the MCSC. This program was developed in response to the goals of the Mentor Michigan initiative and in recognition of the potential for community organizations to work together to more efficiently and effectively address the needs of youth, with special emphasis on low-income children and youth. MMV members act as transformative agents between mentoring organizations and their surrounding neighborhoods by building, supporting, and developing the capacity for mentoring organizations to better support mentoring. The role of the MMV member is to build the capacity and sustainability of the programs and community and ultimately, to leave programs and structures in place that no longer requires a MMV member. MMVs build mutually beneficial relationships, which can lead to long-term partnerships between community organizations focusing on increasing the quality of their mentoring programs and provide continuing support of mentoring relationships through trainings, recognition, and resources. For the 2007-08 program year, MMV members focus on three areas: Children Aging Out of Foster Care, Children of Incarcerated Parents, or Community Mentoring Collaboratives.

### **What is AmeriCorps\*VISTA?**

AmeriCorps\*VISTA (Volunteers in Service to America) is a full-time national service program for men and women ages 18 and older interested in developing lasting solutions to the problems of poverty in America. AmeriCorps\*VISTA members serve in community and faith-based non-profit organizations and with other agencies and local governments to

address the problems of poverty in a particular community and to mobilize community resources to increase the capacity of the low-income community to solve its own problems. Members are entrepreneurial in their thinking and driven in their desire to create positive, long-term, sustainable change. AmeriCorps\*VISTA is part of the AmeriCorps national network of service programs within the Corporation for National and Community Service and has been addressing the needs of impoverished communities since 1965. In total, more than 146,000 committed individuals have joined forces with 13,000 local organizations to strengthen poor communities and help people escape poverty across the nation.

## Section II: Overview and Requirements

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### **How many VISTAs are available?**

Mentor Michigan plans to award up to 15 MM AmeriCorps\*VISTA positions for 2007-2008. The number of VISTAs awarded is contingent upon continued funding from the Corporation for National and Community Service.

### **What is the program duration?**

The performance period for the 2007-2008 MM AmeriCorps\*VISTA program is October 2007 through October 2008. It is our hope that all 15 VISTAs will be recruited and ready to begin their year of service in October. MM AmeriCorps\*VISTA members serve for 365 consecutive days. Additional VISTA start dates will be determined once all of the host sites have been selected.

### **What are the program focus areas?**

For 2007-2008 Mentor Michigan is expanding the focus of the VISTA program to three areas: Children Aging Out of Foster Care, Children of Incarcerated Parents, or Community Mentoring Collaboratives. MM AmeriCorps\*VISTA positions should focus on the goals listed in one of three areas: Children Aging Out of Foster Care, Children of Incarcerated Parents, or Community Mentoring Collaboratives.

#### **Community Mentoring Collaboratives:**

The member(s) will support broad-based activities that will enhance the efficiency and effectiveness of multiple mentoring programs in a given community. Activities may include:

##### *Creating or enhancing the mentoring collaborative*

- Creating a community inventory of partners involved in current mentoring initiatives
- Developing a strategy for involving new partners
- Actively engaging a minimum of ten new community partners per VISTA member over the course of each program year

##### *Creating Public Awareness about the need for mentoring*

- Conducting media outreach about the need for mentoring
- Using broad Mentor Michigan census data to educate the public about the need for mentoring
- Developing mentoring awareness-building materials (handouts, powerpoints, etc.)
- Developing a baseline inventory of community mentoring programs, number of mentors involved, number of children on waiting lists, and number of mentors needed in next 12-18 months

##### *Recruitment of Mentors*

- Recruiting and referring an average of 250 new potential mentors to mentoring organizations each year
- Developing a recruitment strategy that is broad-based and inclusive of community resources such as faith-based organizations, higher education institutions, civic groups, etc.
- Developing a targeted recruitment strategy for community presentations and recruitment activities
- Developing a strategy that is focused on the recruitment of male mentors
- Conducting ongoing recruitment through presentations and promotions

##### *Training and Supporting Mentors*

- Creating an overview of existing orientation and training programs for volunteer mentors
- Facilitating sharing of effective practices to arrive at a concerted orientation and/or training model

- Developing a strategy for promotion and delivery of concerted orientation and training sessions
- Publicizing mentor information sessions, orientation and training options
- Developing a community-wide recognition program for mentors

#### *Resource Development*

- Engaging local partners to assess funding needs of local mentoring programs
- Soliciting complimentary activities for mentoring matches
- Conducting an assessment of current funding support for local mentoring initiatives
- Identifying opportunities for future funding sources to meet needs of local initiatives
- Engaging local businesses as sponsors and financial supporters of mentoring initiatives
- Engaging in grant writing activities to support local mentoring initiatives

#### *Training and Support to Mentoring Organizations*

- Assessing local mentoring organizations' awareness and implementation of the *Quality Program Standards for Youth Mentoring*
- Coordinating training and technical assistance resources to build competence and skill of mentoring organizations' staff members related to the *Quality Program Standards for Youth Mentoring*

### **Children Aging Out of Foster Care:**

The member(s) will support mentoring program(s) efforts surrounding children in or aging out of foster care. The member may focus on the development/enhancement of a single mentoring program or multiple programs. Activities may include:

#### *Creating or enhancing local collaborative efforts focused on children aging out of foster care*

- Contacting all local mentoring programs and creating a list of programs that are targeting children aging out of foster care, researching the efforts of these programs, and compiling their program requirements.
- Partnering with the local Department of Human Services and assisting in their foster care initiatives
- Developing a strategy for involving new partners
- Actively engaging a minimum of ten new community partners per VISTA member over the course of each program year

#### *Creating public awareness about the need for mentoring focused on children aging out of foster care*

- Conducting media outreach about the need for mentoring for children aging out of foster care
- Communicating the need for mentoring foster care children to local mentoring organizations and encourage them to expand their program focus to include serving foster care youth
- Developing awareness building materials (handouts, powerpoints, etc)

#### *Recruitment of mentors for children aging out of foster care*

- Assisting in the development of materials to recruit mentors to serve this population
- Developing a recruitment strategy that is broad-based and inclusive of community resources such as faith-based organizations, higher education institutions, civic groups, etc.
- Developing a targeted recruitment strategy for community presentations and recruitment activities
- Developing a strategy that is focused on the recruitment of male mentors

#### *Training and supporting mentors and mentoring organizations working with children aging out of foster care*

- Creating local trainings for mentors and program staff based on needs of youth in foster care
- Publicizing mentor information sessions, orientation and training options for those working with children aging out of foster care
- Developing a community-wide recognition program for mentors

#### *Resource Development*

- Compiling resources for mentoring programs serving this population
- Assess funding needs of mentoring programs focused on children aging out of foster care

- Soliciting complimentary activities for mentoring matches
- Conducting an assessment of current funding support for mentoring initiatives focused on children aging out of foster care
- Identifying opportunities for future funding sources to meet needs of local initiatives focused on children aging out of foster care
- Engaging local businesses as sponsors and financial supporters of initiatives supporting children aging out of foster care
- Engaging in grant writing activities to support local initiatives supporting children aging out of foster care

*Designing and implementing a sustainable mentoring program for foster care youth*

- Program components should be focused on the Mentor Michigan Quality Program Standards for Youth Mentoring

**Children of Incarcerated Parents:**

The member(s) will support mentoring program(s) efforts surrounding children of incarcerated parents. Activities may include:

*Creating or enhancing the local collaborative efforts focused on children of incarcerated parents*

- Contacting all local mentoring programs and creating a list of programs in the area that are targeting children of incarcerated parents, research the efforts of these programs, and compile their program requirements.
- Helping programs partner with the Department of Corrections recruitment and referral system
- Developing a strategy for involving new partners
- Actively engaging a minimum of ten new community partners per VISTA member over the course of each program year

*Creating public awareness about the need for mentoring children of incarcerated parents*

- Conducting media outreach about the need for mentoring for children of incarcerated parents
- Communicating the need for mentoring children with incarcerated parents to local mentoring organizations and encourage them to expand their program focus to include them
- Developing awareness building materials (handouts, powerpoints, etc)

*Recruitment of mentors for children of incarcerated parents*

- Assisting in the development of materials to recruit mentors to serve this population
- Developing a recruitment strategy that is broad-based and inclusive of community resources such as faith-based organizations, higher education institutions, civic groups, etc.
- Developing a targeted recruitment strategy for community presentations and recruitment activities
- Developing a strategy that is focused on the recruitment of male mentors

*Training and supporting mentors and mentoring organizations working with children of incarcerated parents*

- Creating local trainings for mentors and program staff based on the needs of children of incarcerated parents
- Publicizing mentor information sessions, orientation and training options for those working with children of incarcerated parents
- Developing a community-wide recognition program for mentors

*Resource Development*

- Compiling resources for mentoring programs serving this population
- Engaging local partners to assess funding needs of local mentoring programs focused on children of incarcerated parents
- Soliciting complimentary activities for mentoring matches
- Conducting an assessment of current funding support for mentoring initiatives focused on children of incarcerated parents
- Identifying opportunities for future funding sources to meet needs of local initiatives focused on children of incarcerated parents

- Engaging local businesses as sponsors and financial supporters of mentoring initiatives supporting children of incarcerated parents
- Engaging in grant writing activities to support local mentoring initiatives supporting children of incarcerated parents

*Designing and implementing a sustainable mentoring program for children of incarcerated parents.*

- Program components should be focused on the Mentor Michigan Quality Program Standards for Youth Mentoring

### **Are there prohibited activities for VISTAs?**

The following are federal restrictions on the use of AmeriCorps\*VISTA positions:

- MM AmeriCorps\*VISTA members are **not** permitted to engage in any political or lobbying activities *including voter registration drives*.
- MM AmeriCorps\*VISTA members are **not** permitted to hold another job, or receive additional compensation for work performed.
- MM AmeriCorps\*VISTA members are **not** permitted to proselytize or engage in related activities.
- MM AmeriCorps\*VISTA members are **not** permitted to be in enrolled as full-time students.
- MM AmeriCorps\*VISTA members are **not** permitted to be in enrolled as part-time students except in the following circumstances:
  - the course is directly related to assignment; or
  - the course is part of the career development plan; or
  - enrollment (6 hours or less as) required for Pell Grant eligibility.

The following are additional restrictions on the use of Mentor Michigan AmeriCorps\*VISTA positions:

- MM AmeriCorps\*VISTA members are **not** permitted to transport youth to and from service sites *on a regular basis*.
- MM AmeriCorps\*VISTA members are **not** permitted to serve as the legal applicant or Program Director for MM or other state or federally sponsored grant program, or bear sole responsibility for such programs.
- MM AmeriCorps\*VISTA positions may **not** supplant, replace or eliminate staff positions. They are not to be used as an administrative stopgap.

### **Who is eligible to apply to host VISTAs?**

Educational institutions (local school districts, intermediate school districts, colleges and universities, etc.), local government entities, state agencies, and nonprofit organizations that have 501(c)3 status are eligible to apply for a Mentor Michigan AmeriCorps\*VISTA.

### **What is the host site match requirement?**

In order to continue to honor our commitment to provide community organizations with highly trained members, and to provide those members with significant professional development opportunities, Mentor Michigan requires all AmeriCorps\*VISTA host sites to provide a cash match. This host sites' fee follows common practice in VISTA programs across the country, and is strongly supported by the Corporation for National and Community Service. CMA will invoice host sites for this fee before the position start date. Participating organizations will be expected to match \$2,500 per VISTA. Each organization submitting a proposal must document its financial support within the budget narrative. In addition to the cash match, local host agencies must have resources available for AmeriCorps\*VISTA members to perform their tasks; i.e. space, computer, consumable supplies, telephone, and on-the-job transportation reimbursement.

### **What benefits will the VISTAs receive?**

Each VISTA member will receive his/her living allowance and benefits directly from the CNCS office – local host sites incur no “payroll” costs associated with hosting VISTA members. The monthly stipend for members in Wayne, Lapeer, Livingston, Macomb, Monroe, Oakland, St. Clair and Washtenaw counties is **\$883/month** before taxes. Monthly stipend for VISTA members in all other Michigan counties is **\$809/month** before taxes. All VISTA members are eligible for *either* a \$1200 end of service stipend *or* a \$4,725 education award, which is awarded in full upon satisfactory completion of a full year of service. To learn more about member benefits visit, [www.americorps.gov](http://www.americorps.gov).

### How will Mentor Michigan AmeriCorps\*VISTAs be recruited and selected?

Recruitment will be the primary responsibility of the host sites. Mentor Michigan will also provide sites with recruitment strategies (i.e. media, colleges/universities, partner organizations, and AmeriCorps literature) and access to the AmeriCorps on-line recruitment database where a service description can be posted to solicit members for this program.

### What are the responsibilities of hosting a MM AmeriCorps\*VISTA?

- Recruiting, selecting, training, and supervising members
- Selecting a designated site supervisor for the VISTAs. Host organization supervisors must be available to attend a supervisors' orientation, attend quarterly supervisor workshops (subject to change), accommodate at least one MM site visit, and conduct regular accountability check-ins with their AmeriCorps\*VISTA member(s) for the required quarterly progress reporting. Though many individuals may support the VISTA on site, MM requires that *one* person serve as the on-site VISTA supervisor. This person will receive all MM communications pertaining to the VISTA program and ultimately responsible for meeting the requirements of the VISTA grant.
- Submitting quarterly progress reports
- Providing the cash match
- Participating in the required training and conference calls for VISTAs and site supervisors to include bi-monthly conference calls, four-day pre-service orientation, and two, three-day member trainings in October and March.
- All selected sites must comply with reporting requirements and participate in training and ongoing monitoring activities as outlined within the application. All selected sites must comply with federal regulations regarding AmeriCorps\*VISTA. All participating VISTA members are required to attend a four-day Corporation for National and Community Service (CNCS) VISTA Pre-Service Orientation (PSO) prior to beginning his/her year of service.

### How can I find out more about MM AmeriCorps\*VISTA program?

All application materials are currently available on at <http://www.mentormichigan.org> or <http://www.connectmichiganalliance.org>. In addition, a conference call will be hosted by the MCSC for any organizations that are interested in applying for a MM AmeriCorps\*VISTA. The call will provide a general overview of the program and how to apply. The conference call is scheduled for May 24, 2007 from 9:00 am to 10:00 am. To participate in the call dial 1-800-244-9194, participant code: 627492.

## Section III: Submission Process

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### Intent to Apply

Interested host sites must complete and return the intent to apply (attached) no later than 5:00 pm, May 18, 2007.

### Proposal Requirements

Proposals should be submitted electronically (**Subject line of email should read; MM VISTA Request**), and due no later than 5:00 PM on June 13, 2007. Proposals should be typed using 12 point font, double-spacing, and one inch margins. Proposals should be emailed to [reissa@michigan.gov](mailto:reissa@michigan.gov). Appendices should be submitted electronically as well. When this is not possible, they should be referenced in the electronic proposal and mailed to the attention of Amber Reiss at Michigan Community Service Commission, 1048 Pierpont, Suite 4, Lansing, MI 48913. Faxed proposals and appendices will not be accepted.

<b>Documents needed for a complete Application</b>	<b>New Host Site</b>	<b>Renewal Host Site</b>
1. Intent to Apply	<b>X</b>	<b>X</b>
2. Title Page	<b>X</b>	<b>X</b>
3. Program Narrative	<b>X</b>	<b>X</b>
4. Position Description	<b>X</b>	<b>X</b>
5. Renewal questions		<b>X</b>
6. Appendices	<b>X</b>	
Application Submitted by 5:00pm on June 13, 2007		

### **Site Selection**

Host Site selection is competitive based on proposal alignment with program goals and institutional capacity to host a MM AmeriCorps\*VISTA. Organizations applying to host a MM AmeriCorps\*VISTA after Year 1 will be evaluated according to program results to date and past adherence to program requirements. Mentor Michigan is also interested in pursuing organizational and geographical diversity.

### **Notification of Funding**

Notification of proposal status will be made no later than June 29, 2007. All selected sites are required to send their site supervisor to orientation on August 23, 2007 in Lansing.

### **Application Assistance**

Application assistance is available through the MCSC office. Contact Amber Reiss, Mentor Michigan Coordinator at (517) 241-3493 with questions.

## **Section IV: Application Instructions**

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### **Title Page**

Please complete the title page provided (Attached).

### **Service Description (not to exceed 300 words)**

Provide a clear and concise service description. This will be used to describe your program throughout the year and should be ready for publication. It should include the name of your organization, the supervisor's name and title, the overall vision for the VISTA position, a list of the proposed activities for the year, and a summary of additional benefits offered at your host organization. This position description will be utilized to advertise the VISTA position in the recruitment process and to promote the awarding of the VISTA position to your host campus.

### **Program Narrative (not to exceed 12 pages)**

The program narrative must be organized into the four sections outlined below. Organizations applying for the **renewal** of a MM AmeriCorps\*VISTA position must also respond to the questions denoted by the ► symbol within the program narrative. MM recognizes that the goals set forth by the VISTA program require a multi-year approach. These proposals are submitted one year at a time and are part of the competitive process.

### **Need**

- Describe the specific mentoring needs of your organization/collaborative. Demonstrate why a MM AmeriCorps\*VISTA position is an appropriate way to address these needs. Describe how many VISTAs you are applying for and which of the three areas they will focus on.
- Describe the community that the MM AmeriCorps\*VISTA will be serving (relevant demographics, social assets, and systemic problems documented by reputable sources).
- For proposals focused on Community Mentoring Collaboratives, please address the following questions:
  - For new collaboratives, describe the infrastructure that is in place to allow for the creation of a community mentoring collaborative. Describe the initial focus of the collaborative including the purpose/mission, goals and objectives.
  - If your community has an already existing collaborative, describe the need/plan for expansion and or enhancement.
  - Community Partners: For new sites, list the organizations that have already agreed to creating a collaborative and additional organizations that you will be targeting in the program year. For existing collaboratives, list your current community partners and new partners that you are targeting in the program year.
- For proposals focused on children aging out of foster care, please address the following questions:
  - Discuss the collaborative efforts, if any that are occurring in your community focused on children aging out of foster care.

- How will the VISTA member enhance the community efforts to mentor children aging out of foster care?
  - If the VISTA member will be creating a mentoring program to serve children aging out of foster care, describe the program to include how many kids will be served and how they will be served. Describe the specific program components the VISTA will be involved in (ie. Mentor recruitment, screening, orientation, training, match support, fund development, program policy development, etc.)
  - Describe how the mentoring program will be supported and sustained.
- For proposals focused on children of incarcerated parents, please address the following questions:
    - Discuss the collaborative efforts, if any, that are occurring in your community focused on children of incarcerated parents.
    - How will the VISTA member enhance the community efforts to serve children of incarcerated parents?
    - If the VISTA member will be creating a mentoring program to serve children of incarcerated parents, describe the program to include how many kids will be served and how they will be served. Describe the specific program components the VISTA will be involved in (ie. Mentor recruitment, screening, orientation, training, match support, fund development, program policy development, etc.)
    - Describe how the mentoring program will be supported and sustained.
- For Renewal Sites: Describe lessons learned from the past year(s) and areas to improve upon in the upcoming year.

#### Organizational Capacity

- Describe the designated host organization supervisor's current position and experience with supervision. Describe the roles and responsibilities of the key individuals or groups involved (Executive Director, program manager, community partners, and volunteers) in the additional support of the VISTA. MM will give preference to proposals that designate a host organization supervisor who is a full-time employee of the organization and has previous supervisory experience.
  - Describe the VISTA's office location and supplies to be provided, including: desk space, computer, Internet access, campus email, phone, voicemail, and access to fax, copier, printer, and office supplies. Host sites should provide parking privileges within a reasonable distance to the office location.
  - Describe the additional amenities which may be provided to the member, including: available housing, recreation privileges, public transportation (bus passes), childcare, and access to additional professional development funds/opportunities. Additional amenities provided by sites will help attract the best possible candidates including nationwide applicants.
- For Renewal Sites: Delineate modifications, if any, for the upcoming year in relation to what has been provided to the VISTA in the past.

#### Sustainability

- Provide evidence of community support for the program, including letters of commitment from staff, board members, volunteers, and representatives from community organizations.
  - Describe the lasting outcomes that will result from the infrastructure development and capacity-building activities of the VISTA. Describe long-range plans to sustain the initiatives begun by the MM AmeriCorps\*VISTA (staff positions funded to continue programming, new programs maintained by existing staff, etc.).
- For Renewal Sites: Summarize progress from previous years and describe the steps taken to ensure that activities initiated in previous years have been/will be sustained.

#### Recruitment

- Please describe how your site plans to recruit for the MM AmeriCorps\*VISTA position. All candidates identified by sites, as well as those identified through MM's national recruitment efforts, will become part of the candidate pool.



**Appendices (limited to five pages)**

These may include short biographies of staff, letters of commitment from key community partners, publications indicating documented need, etc. If these materials do not originate in an electronic format, they can often be scanned and saved electronically for submission. MM will not accept appendices such as videotapes, books, or other materials that occupy excessive physical or computer storage space.



**Mentor Michigan  
AmeriCorps\*VISTA  
Intent to Apply  
2007-2008**



**Please return by fax or email by May 18, 2007 to  
Amber Reiss at reissa@michigan.gov or fax 517-373-4977.**

### Host Site Information

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Geographic area being served (city, county):** \_\_\_\_\_

Are you a new or returning host site?      ☐ New      ☐ Returning

**\*\*Please indicate your current status with Mentor Michigan and the status for which you are applying\*\***

<b>Focus Areas for Mentor Michigan AmeriCorps*VISTA Members</b>	<b>Number of members requested in each area</b>
Community Mentoring Collaboratives	
Children In or Aging Out of Foster Care	
Children of Incarcerated Parents	
<b>Total</b>	



# Mentor Michigan AmeriCorps\*VISTA Proposal Title Page 2007-2008



Please attach this completed sheet to your proposal. Copies are acceptable.

Organization Name:	
Contact Person Name and Title:	
Address:	
Phone:	
Fax:	
Email:	

Number of AmeriCorps\*VISTA members requested:    Community Mentoring Collaboratives \_\_\_\_\_  
    Children In or Aging Out of Foster Care \_\_\_\_\_  
    Children of Incarcerated Parents \_\_\_\_\_

Geographic area served by this project (communities/counties): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please comment on the format and clarity of this RFP (Request for Proposal): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Documents needed for a complete Application	New Host Site	Renewal Host Site
1. Intent to Apply	<b>X</b>	<b>X</b>
2. Title Page	<b>X</b>	<b>X</b>
3. Program Narrative	<b>X</b>	<b>X</b>
4. Position Description	<b>X</b>	<b>X</b>
5. Renewal questions		<b>X</b>
6. Appendices	<b>X</b>	
Application Submitted by 5:00pm on June 13, 2007		